

**TO:** Mayor and Board of Trustees  
**FROM:** Village Administrator Steve Stricker and Staff  
**SUBJECT:** Regular Meeting of March 12, 2012  
**DATE:** March 12, 2012

**PLEDGE OF ALLEGIANCE – Sarah Meece, St. John of the Cross School**

**Police Department Awards Ceremony – Commendation for Officer Michael Firnsin**

Police Chief John Madden will be presenting a Commendation Award to Patrol Officer Michael Firnsin.

**Public Hearing – Amendment to Annexation Agreement (Meadowbrook Place)**

Enclosed is the notice for the public hearing regarding the Amendment to the Annexation Agreement for the Meadowbrook Place Subdivision. The Ordinance authorizing this amendment is Item #6A on this agenda.

**6. ORDINANCES**

**A. Amend Annexation Agreement (Meadowbrook Place Subdivision)**

Attached is the draft Amendment to the Meadowbrook Place Annexation Agreement. The Board discussed this amendment at its February 13, 2012 meeting and directed that the draft be prepared and a hearing be scheduled. The primary purpose of the amendment is to extend the deadline for completion of the subdivision improvements. Highlights of the agreement include:

1. The property owner, Oxford Bank, agrees to pay a \$25,000 extension fee for a two year extension to March 1, 2014 with an option for an additional one-year extension for an additional \$10,000, subject to administrative approval.
2. Based on the Village Engineer's estimate of cost, Oxford agrees to pay \$22,750 for its share of the cost of paving Meadowbrook Drive. This payment would be due when the village commences work on the project. The Letter of Credit would be reduced by 125% of the amount paid by the bank for these improvements.
3. The Engineer's Cost Estimate and the Letter of Credit will be updated subject to the approval of the Village Engineer but with the input of an engineer hired by Oxford Bank.
4. If the subdivision improvements are not completed by the extended deadline, whatever that may be depending on future options, the

Village agrees to not draw on the letter of credit, provided Oxford submits a plat of vacation to vacate the recorded Plat of Meadowbrook Place Subdivision.

**It is our recommendation:** that the Ordinance be approved.

**B. Amend Chapter 60 of Municipal Code (Place of Eating Tax)**

Enclosed please find an Ordinance that imposes a 1% Place-of-Eating Tax in all restaurant establishments throughout the Village. The tax is proposed to be implemented beginning on May 1, 2012, and it is expected that this tax will generate approximately \$200,000 per year. The proposed FY 12-13 Budget includes \$150,000 of this amount to be placed in the General Fund and \$50,000 to be placed in a new special Revenue fund that will be used to promote Burr Ridge as a destination place for restaurants. A list of current restaurants that would be subject to the tax is also enclosed.

Restaurant owners were made aware of the possibility that the Board would approve the tax at a general meeting on January 5, 2012. Restaurant owners were also notified via email that this issue would be placed on the March 12 Board meeting for approval.

**It is our recommendation:** that the Ordinance establishing a Place-of-Eating Tax be approved.

**C. Amend Chapter 35 of Municipal Code (Motor Vehicles)**

Upon review of Chapter 35, Section 35-10-100(b), of the Municipal Code, Police Department Staff discovered that the Ordinance as written did not allow for the use of "P-Tickets" or hang-on notices for enforcement of Chapter 12, Section 12.25, "Parking prohibited during a heavy snow event." This Ordinance amending Chapter 35, Section 35-10-100(b), is amended to include Section 35-11-208(a)(13) authorizing Police personnel to use a "P-Ticket" as the charging document to any person accused of a violation of Chapter 12, Section 12.25.

**It is our recommendation:** that the Ordinance be approved.

**7. RESOLUTIONS**

None.

**8. CONSIDERATIONS**

**A. Amend Contract with Design Consultant (Board Room Renovation)**

At the February 13 Board meeting, the Board rejected the bids for the renovation of the Village Hall and directed the Space Needs Committee to develop a new scope of work for this project. Enclosed please find two

scope-of-work alternatives, one that positions the dais on the east elevation as before but at a substantially reduced cost and one where the dais is positioned on a north elevation. The cost differences are highlighted as follows:

DAIS POSITION	ORIGINAL BID	NEW SCOPE OF WORK ESTAMTE	DIFFERENCE
East elevation	\$336,132	\$213,508	(\$122,624)
North elevation	\$336,132	\$181,435	(\$154,697)

In addition, the furniture cost is now estimated at \$32,569 (originally \$42,739.35). Major cost reductions were found in the audio/visual component (\$39,000 reduction) due to the creation of an alternative solution using lower cost equipment, reduction of glass and metal railings (\$33,520) and a reduction in electrical and lighting (\$43,550) due to the elimination of additional carpentry work that was originally required, as well as utilizing the 360 Energy Group lighting grant that the Village received. Josephine Goetz, of Interior Environments, Inc. will be present to explain the scope of work changes in detail.

The Space Needs Committee reviewed both alternatives, but did not make a recommendation. Instead, the Committee members asked that both alternatives be presented to the full Board.

In order to proceed with this project, we will need to amend our existing agreement with our design consultant. Ms. Josephine Goetz has presented a revised proposal for each alternative (east elevation \$6,700; north elevation \$6,988). Please be reminded that \$3,462.50 of Ms. Goetz's original contract was not spent and will be used for construction supervision and review of shop drawings, pay requests, etc.

**It is our recommendation:** that the Village Board choose an alternative scope of work and approve an amended contract with Josephine Goetz, of Interior Environments, Inc., at the appropriate amount based on the alternative scope of work selected.

**B. Community Survey Question & Answer**

This is an item that will be placed on the agenda for the next several months. Mayor Grasso will present community-asked questions and answers that were generated through the recent Community Survey. The questions and answers will then be placed on our website.

**C. Terminate Contract (Azavar Audit Solutions)**

In 2005 the Village contracted with Azavar Audit Solutions to provide utility auditing services. At that time, Azavar had indicated that they had possessed state-of-the-art software that could analyze utility companies' records to quickly determine if utility companies were charging the correct amount of tax and that all Burr Ridge residents were paying the

appropriate tax. Unfortunately, Azavar has not been able to receive the information from the utility companies that is required in order to perform this type of audit. A new law that went into effect in 2010 will make it even harder for Azavar to obtain the kind of data that is needed.

With this in mind, **it is my recommendation** that the Village Board terminate the contract with Azavar Audit Solutions, with the understanding that the contract would be terminated after 90 days.

**D. Retirement Letter of Sgt. Bryan DeYoung**

Enclosed is a letter from Sgt. Bryan DeYoung announcing his retirement from the Burr Ridge Police force effective March 28, 2012. Bryan has been a member of our Police Department for 24 years.

**It is our recommendation:** that the retirement letter from Bryan DeYoung be received and filed.

**E. Promotions and Hiring in Police Department**

Due to the pending retirement of Sgt. Bryan DeYoung, an opening will exist in the rank of Sergeant. The promotion of a Corporal to fill this vacancy will then create a vacancy in the rank of Corporal, which, when filled, will in turn create an opening in the Patrol Officer force.

**It is our recommendation:** that the Board of Fire and Police Commissioners be authorized to fill the vacant position in the rank of Sergeant, as well as the corresponding vacancy that will occur in the rank of Corporal, and to hire a replacement officer to fill the subsequent vacancy in the Patrol Officer force.

**F. Resignation Letter of David Peklo**

Enclosed please find a letter from General Utility Worker II David Peklo resigning his position with the Burr Ridge Public Works Department. His resignation is effective March 23, 2012.

**It is our recommendation:** that the resignation letter from David Peklo be received and filed.

**G. Fill Vacancy for General Utility Worker II Position**

With the resignation of General Utility Worker II David Peklo, the Water Division will be reduced to having only one water operator. This scenario would place Burr Ridge in a very unstable regulatory and operational condition and would ultimately result in violation of EPA requirements for the operation of a public water supply.

The nature of operating a water supply system is complex and requires a great deal of experience and aptitude, in addition to the individual certification by the State of Illinois EPA. It is of paramount importance that

Burr Ridge have redundancy in this position so we can ensure that the water system will be operated safely in the event that one of the water operators is not available, and also that a candidate be identified and groomed for the eventual succession to the position of Water & Sewer Division Crew Leader.

Due to the critical nature of this position, Staff recommends that the candidate be required to possess a State of Illinois Water Operator's Class C Certification and have at least five years' experience operating a water supply system, in addition to the typical General Utility Worker II requirements. As a result of the enhanced requirements for this position, we believe it will be necessary to hire an employee near the mid-point of the General Utility Worker II range. The current range for this position is \$42,000 to \$59,000, with the mid-point at \$50,750.

**It is our recommendation:** that the Village Board direct the Public Works Director to hire a Public Works employee up to the mid-point of the General Utility Worker II range, with the understanding that the employee will possess a State of Illinois Water Operator's Class C Certification and have at least five years' experience operating a water supply system.

**H. Proclamation – 100<sup>th</sup> Anniversary of Girl Scouts of the USA**

Enclosed is a Proclamation recognizing the 100<sup>th</sup> anniversary of the Girl Scouts of the USA, which occurs on March 12, 2012.

**It is our recommendation:** that the Proclamation be approved.

**I. Approval of Vendor List**

Enclosed is the Vendor List in the amount of \$239,736.02 for all funds, plus \$225,711.38 for payroll, for a grand total of \$465,447.40. The Vendor List includes the following special amount:

- \$99,915.00 – BS&A Software for Financial software licensing and training

**It is our recommendation:** that the Vendor List be approved.